

# City of Bloomington

## Housing and Neighborhood Development



### Small and Simple Projects Fund

#### 2006 Application Deadline & Granting Process

The **Small and Simple Grant Fund** provides neighborhoods with the opportunity to initiate projects that require \$1,000 or less. Neighborhood organizations can apply once per year for the fund.

**1. Deadlines are firm.** Submit the application to the Housing and Neighborhood Development Department by 4:00 p.m., on any of the following dates in 2006:

	<u>Application Date</u>
<b>Round 1</b>	<b>Monday, February 20</b>
<b>Round 2</b>	<b>Monday, April 24</b>
<b>Round 3</b>	<b>Monday, June 19</b>

**2. Notification.** Within 15 (three weeks) working days of the application deadline, applicants are notified of award decisions and specific conditions, if any, that need to be met before a contract is executed.

**3. Contracting.** Once a contract between the neighborhood organization and the City is finalized and signed, authorizing the project to begin. *Until the Funding Agreement is signed by all parties, the City has no responsibility to reimburse the organization for any expense incurred before the Agreement is in place.*

**4. Project Completions.** All projects receiving funding in Round 1 must be completed by Friday, August 11, 2006, Round 2 - Friday, Oct 6, 2006 and Round 3 - Friday, November 17, 2006.

#### **Neighborhood Improvement Grant**

##### General Information

The Neighborhood Improvement Grant is a program that gives residents an opportunity to have direct input and influence into the improvement of Bloomington neighborhoods. The funds provide for non-traditional capital projects with community-wide benefit that would not be covered by other City programs.

The minimum amount for this award is \$2,000. Past projects include neighborhood signs, restoration of historic sidewalks, landscaping, historical marker and landscaping.

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#### **Neighborhood Clean Up Grant**

Neighborhoods can apply for assistance to conduct a neighborhood clean up. HAND staff will work with residents to facilitate the removal of tires, trash, old furniture, oil, car batteries, non-perishable food and usable clothing. What can be recycled back into the community is and what cannot, is appropriately discarded.

For more information contact the HAND department at 349-3505.

## **Competitive Rating Process**

Your application will be reviewed and rated.

Awards are based on:

**1. Project Quality.** Project is well planned and ready to proceed.  
Budget is realistic and well thought out.

**2. Neighborhood Participation.** Application demonstrates significant neighborhood involvement in selecting, planning, and carrying out the proposed project.

**3. Neighborhood Match.** Minimum requirement for match is met and applications shows match is secured and ready to be expended.

**4. Community Benefit.** Project activities are a good approach to a recognized neighborhood issue.

## **Eligible Applicants**

- With a majority of its members residing or doing business in a commonly recognized neighborhood; (and)
- Whose purpose, at least in part, is to improve the quality of life in that area. (Groups may be formed to complete a grant project only); (and)
- That may include representatives from churches, schools, businesses, and other institutions operating in that neighborhood, as well as residents.

### **Who is not eligible to apply?**

- single businesses      • single institutions      • single government agencies
- political groups      • individuals      • single religious organizations

## **Eligible Projects**

In the formation of your project, you must keep in mind that the basis for the **Small and Simple Funds** is to promote neighborhood community building activities that demonstrates a neighborhood benefit.

Your project must be completed by the required date and require \$1,000 or less from the Small and Simple Projects Fund. The City cannot reimburse you for costs incurred ahead of contract.

- **Neighborhood Physical Improvement Project** - Build or enhance a tangible (physical) improvement in your neighborhood.
  1. Provide proof of the property owner's permission to construct your proposed improvement.

2. Include information on how ongoing maintenance will be provided.
- **Neighborhood Non-Physical Improvement Project** - Examples: One-time events such as special celebration, training session or educational campaign or community workshop. Of course, funds cannot be used for political campaigns.
    1. Provide the start date, end date, and location of the proposed project.
    2. Provide proof of the property owner's permission to use the property for this purpose.
  - **Partnership Projects** - Pilot or start-up program that demonstrates benefits to the immediate neighborhood and those individuals involved in the partnership. Examples of partners; public school, day care facility, elderly residents, and social service agencies.
    - \* Cash awards to participants are not allowed. It is allowable to pay for labor and services.

### **Neighborhood Match - Ratio**

- Match is a \$1 to \$1 match. **10% cash match** is required. For example, if you request \$200 from the Small and Simple Projects Fund, your application must prove your association can come up with a match package valued at \$200 or more and showing at least \$20.00 in cash.

### **Neighborhood Match - Eligible Components**

Your total match package can include components from any combination of the following four categories.

- **Volunteer labor** valued at \$10 per hour. Volunteer hours are also called “in-kind” match.
- **Donated professional services or skilled labor** valued at the “reasonable and customary rate” of \$25 per hour.
- **Donated materials or supplies** such as art materials, office supplies or equipment, lumber or trees. Such donations are also called “in-kind” match.
- **Cash** that you have “in hand” such as dues paid to your organization and approved for use on your project, or cash and checks you have already collected for your project by going door to door in your neighborhood. Or it can be money that you will raise by getting pledges from neighborhood organizations and businesses; also grants for your project foundations and other entities.

## **Neighborhood Match - Prove You've Got It!**

A key to making your application competitive it is to demonstrate that your neighborhood match is ready to go. There are a number of options you can use to prove that your cash match, in-kind materials, and/or in-kind volunteer time is secured. Review the list below for what kinds of documentation you can attach to your application to prove match security.

### **1. Volunteer Time (also called In-Kind Match)**

- **Sign-up forms** showing names, addresses, phone numbers, number of hours each person is willing to donate, type of labor.
- **Phone log** showing the same information as a sign-up form plus a column showing the date you secured each person's volunteer time over the phone.
- **Pledge letters** from individuals promising to donate a specific number of hours and explaining what type of work each will do for your project.
- **Pledge letters** from community organizations, agency volunteer coordinators, etc. stating they will personally be responsible for rounding up a specific number of their members for a specific number of hours to do specific tasks. For example, "I will ensure that 10 members of Golden Glee Club will work 6 hours on Saturday, September 10, 2006, amending soil and planting trees and bushes for the Glory Heights Park Project."

### **2. Donations of Materials, Supplies and Things (the other type of In-Kind Match)**

- **Pledge letters** on company letterhead pledging a specific material donation and its retail value. For example, "\$400 in lumber from Black Hardware to build a tool shed for the Golden Glee Community Garden," or \$50 donated to photocopying for one-time printing of a newsletter to boost membership in the Golden Heights Neighborhood Association."
- **Invoice or bid form** showing type of donation and value. For example, "\$75 for a 2 man post hole gas auger, on June 19, 2006 to construct a fence for the Golden Heights garden project."

### **3. Cash Match**

- **Photocopies of bank statements** - If you have already collected your cash match, a copy of a recent bank statement for the account in which you are holding the funds is a good way to show that you are ready to proceed.
- **Photocopies of checks** - This is a good way to show both that you have the money in hand and how many people from your community pitched in to help you achieve your fundraising goal.
- **Photocopies of commitment letters** - If your project has been granted or promised funding you can provide letters of commitment from the donors of funders on their letterhead.

### **Neighborhood Match - Requirements**

- 10% of your match has to be cash.
- Your match components must be appropriate to the goals of your project.
- Your match must be expended during the life of the project - neither before an award is made nor after the contract has ended.
- At least 25% of your required match package must come from the neighborhood itself, as opposed to other funders, the School District or other government bodies.
- You cannot count your time spent preparing your application or time spent fundraising for your project as a match.
- Professional services or skilled labor can be donated as match or hired for a fee, but professionals who donate their services cannot also receive compensation from the award money. This ensures that persons hired to provide services are selected on the basis of their qualifications, not on their ability to donate services.

### **Small and Simple Grant Fund 2006 Application**

Application Organization\_\_\_\_\_

Partnering Organization(s)\_\_\_\_\_

Project Contact Person\_\_\_\_\_

Mailing Address\_\_\_\_\_

Daytime telephone number\_\_\_\_\_

Email\_\_\_\_\_

Project Name\_\_\_\_\_

Project Location\_\_\_\_\_

Neighborhood\_\_\_\_\_

## Small & Simple Budget Summary

Project Name			
Partnership Organization	Neighborhood Contribution	*Partnering Organization Contribution	
1.) Amount of funds requested from the City			
2.) Types of Match (in dollar value)			
• Cash (minimum 10%)			
• Volunteer Labor			
• Volunteer Professional			
• Donations			
• Other (specify)			
<b>Total Match</b>			
<b>Total Project Cost</b>			

Match example:

Neighborhood request \$1,000

Minimum match \$1,000

Minimum Neighborhood Contribution 25% = \$250

Partnering Organization Contribution = \$750

Of the required \$1,000 match - 10% must be cash (\$100)

In a one page narrative include the following information; description of the project including participating organizations, volunteer and community involvement, timeline of the project, and how the project will benefit the neighborhood. Make sure you include the information requested in the application for the project being addressed.